

*Michigan Supreme Court*  
**State Court Administrative Office**

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John D. Ferry, Jr.  
State Court Administrator

MEMORANDUM

**TO:** Chief Circuit Court Judges and All Friends of the Court

**cc:** Presiding Judges of the Family Division  
Family Division Administrators  
Circuit Court Administrators

**FROM:** Daniel J. Wright, Friend of the Court Bureau Manager

**SUBJECT:** Grievance Record Reports due January 15, 2003

**DATE:** November 14, 2002

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The Friend of the Court Act (MCL 552.519(3)(d)) requires that the State Court Administrative Office's Friend of the Court Bureau annually issue a report to the legislature containing a detailed summary of the type and status of the grievances received by each friend of the court office. The act also requires that each office biannually submit a record of grievances to the Friend of the Court Bureau.

This memo is the **final reminder** that grievance reports for the second half of the year need to be completed and sent to the Friend of the Court Bureau before **January 15, 2003**. Only submit reports using SCAO Form 28 revised 3/98. A copy of the SCAO 28 Form is attached. The report to the legislature will be compiled and issued shortly after the due date, and those offices not reporting will be listed as "failed to report."

Grievances listed as "pending response" on the January 1 to June 30 report should have been resolved and recorded on this report. Grievances pending on the July 1 to December 31 report should be listed as "pending response" at the end of the year and should not be listed on the next biannual report.

Should you have any questions regarding this memo, please contact Timothy J. Cole at the State Court Administrative Office, Friend of the Court Bureau at (517) 373-9663 or [Colet@courts.michigan.gov](mailto:Colet@courts.michigan.gov)

## INSTRUCTIONS FOR FRIEND OF THE COURT/CHIEF JUDGE GRIEVANCE RECORD

### Case no. and Grievance no.

- The case number is the number assigned by the circuit court. This number is necessary in order to compare with the records of the Citizen Advisory Committee.
- The grievance number is the number assigned by the Friend of the Court when responding to the grievance. The number should start with designation of the current year and then a number. For example "97-001". At the beginning of each year, start the numbering sequence over with "001".

### Date of Receipt

- Specify the date the party filed the grievance with the FOC for a first step grievance; with the Chief Judge for a second step grievance.

### Date of Response

- Specify the date the FOC or Chief Judge provided a response to the complaining party.

### Multiple Grievances

- Indicate with a "DG" any duplicate grievance filed with the FOC. Consider a grievance to be a duplicate if it addresses the exact same facts and issues as a previous grievance. Do not use this indication for the first of the duplicated grievances.
- Indicate with a "CA" if the same grievance was filed with the Citizen Advisory Committee.
- Indicate with an "SP" grievances filed by the same party, but about different facts or issues.

### Types of Grievance Issues

- For each grievance about an employee, indicate major types of issues raised by placing a "GB" for decisions based on gender rather than the best interests of the child, or "O" for other. You may list more than one type for a grievance.
- For each grievance about office operations, indicate major types of issues raised by placing a "S" for support, "PT" for parenting time, "C" for custody, "GB" for decisions based on gender rather than the best interests of the child, or "O" for other. You may list more than one type for a grievance.

### Evaluation of Grievance

- For each grievance, indicate "F" if the FOC's response fully agreed with the grievance's allegations, "P" if the response partially agreed, "D" if the response denied all of the grievance's allegations, or "NG" if the matter was not grievable.

### Grievance Result

- Leave this column blank if no action was taken. Indicate "CO" if a local policy or operation was changed and "PA" if a personnel action was taken.

### Reporting Period Totals

- For each column, indicate the number of grievances corresponding to each code. For example, if 3 grievances (or portions of grievances) dealt with support and 5 with parenting time, you would place a 3 under the "S" and a 5 under the "PT." If there are any pending grievances at the end of the January to June reporting period, report the codes in the columns pertaining to grievance response category and result in the July to December report of that same calendar year. Do not carry over pending grievances from one calendar year to the next.

### Number of Grievances

- Indicate the number of grievances filed during the 6 month reporting period and the number pending at the time the grievance record is completed.

### Time for Response

- Indicate the number of grievances answered during the 6 month reporting period within the time frames indicated.

## GRIEVANCE RECORD

☐ **Friend of the Court**

☐ **Chief Judge**

Friend of the Court/Chief Judge name _____ _____ Circuit Court _____ County						Calendar Year _____ Reporting Period: <input type="checkbox"/> January 1 - June 30 <input type="checkbox"/> July 1 - December 31						Mail original to: Friend of the Court Bureau State Court Administrative Office PO Box 30048 Lansing, MI 48909										
Grievance no./ Case no.		Date Rec'd.	Date Resp'd.	Multiple Grievances			Types of Grievance Issues About Employee		About Office Operations				Grievance Response Category			Grievance Result			Codes			
																			<b>Multiple Grievances</b> DG = Duplicate grievance CA = Same grievance filed with CAC SP = Same party, new grievance <b>About Employee</b> GB = Gender based decision O = Other <b>About Office Operations</b> S = Support PT = Parenting Time C = Custody GB = Gender based decision O = Other <b>Grievance Response Category</b> F = Agree with all of grievance P = Partially agreed with grievance D = Deny all of grievance NG = Not grievable PR = Pending response <b>Grievance Result</b> CO = Change local policy or operation PA = Took personnel action NA = No action taken			
Reporting Period Totals				DG	CA	SP	GB	O	S	PT	C	GB	O	F	P	D	NG	PR	CO	PA	NA	

Number of grievances filed: \_\_\_\_\_

Number of grievance responses pending: \_\_\_\_\_

Time for response: 0-30 days \_\_\_\_\_ 31-60 days \_\_\_\_\_ 61-90 days \_\_\_\_\_ Over 90 days \_\_\_\_\_

Date \_\_\_\_\_

Signature